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Agenda No. 6

P & R Committee – 17th October 2017

6) Finance:

a. Report from Outgoing Finance Officer – Abbie Browne

- Our Internal Audit is booked for 30th October 2017
- My final leave date is 30th October 2017
- Many Thanks to Ray and to all of the councillors old and new who have worked with me for the last 4 years. I have really enjoyed transforming the Finances at STC and wish the council all the best for the future.

b. Report from Incoming Finance Officer – Elena Holden

- All accounts and bank accounts reconciled up to 30th September 2017.
- Petty Cash is up to date and reconciled up to 30th September 2017.

c. To receive the current Committee budget statements

- See attached

d. To receive a report on investments

- See attached

e. VAT

- VAT Return was submitted for the period 01/04/2017 – 30/06/2017 and we have now received the VAT refund. Our next VAT Return is due on 7th November 2017 for the period 01/07/2017 – 30/09/2017.

f. To approve Direct Debit List for 2017/18 – Elena Holden

- See attached

g. To approve Belle Vue Office Budget from General Reserves – Abbie Browne

- To request approval of £4000 to be transferred from General Reserves to Belle Vue Office Costs to cover the set up costs and ongoing maintenance costs.

h. To approve increase to the Staff Recruitment Budget – Abbie Browne

- The staff recruitment budget has an overspend of £1400. Request a transfer from General Reserves of £2000 to cover the overspend and potential future costs.

Saltash Town Council

Cover Sheet Budget Report - September 2017

Budget Report as at 30th September 2017					
	Received 2016/2017	Budgeted Income 2017/2018	From/to reserve	Received YTD 2017/18	Yet to Receive
Income					
Burial Board : St. Stephen's	£ 8,850	£ 6,180	£ -	£ 5,469	-£ 711
Burial Authority : Churchtown	£ 8,595	£ 10,000	£ -	£ 4,605	-£ 5,995
Services Committee	£ 4,956	£ 18,575	£ -	£ 7,484	-£ 11,091
P&R Property	£ 7,632	£ 9,220	£ -	£ 5,461	-£ 3,759
P&R General	£ 4,124	£ 2,900	£ -	£ 1,287	-£ 1,613
P&R Office	£ -	£ -	£ -	£ -	£ -
Staffing	£ -	£ -	£ -	£ -	£ -
Total	£ 34,156	£ 46,875	£ -	£ 24,307	-£ 22,568
	Spend 2016/2017	Budget 2017/2018	From/to reserve	Actual Spend YTD 2017/18	Actual Funds Available to date
Expenditure					
Burial Board : St. Stephen's	£ 1,144	£ 6,340	£ -	£ 957	£ 5,383
Burial Authority : Churchtown	£ 23,480	£ 24,730	£ -	£ 11,013	£ 13,717
Services Committee	£ 73,249	£ 111,635	£ -	£ 14,921	£ 96,714
P&R Property	£ 18,609	£ 29,275	£ -	£ 14,721	£ 14,554
P&R General	£ 83,382	£ 106,057	£ -	£ 19,600	£ 86,457
P&R Office	£ 15,141	£ 16,980	£ -	£ 9,149	£ 7,831
Staffing	£ 202,866	£ 241,932	£ -	£ 126,286	£ 115,646
Total	£ 417,871	£ 536,949	£ -	£ 196,647	£ 340,302
	EMF b/f 2016/17	Budget 2017/2018	From/to reserve	Spend YTD 2017/18	Actual Funds Available to date
EMF expenditure					
Burial Board : St. Stephen's	£ 10,300	£ 50,250	£ 34,000	£ 230	£ 26,320
Burial Authority : Churchtown	£ 16,064	£ 2,500	£ -	£ 226	£ 18,338
Services Committee	£ 178,237	£ 36,650	£ 10,000	£ 20,275	£ 184,612
P&R Property	£ 56,065	£ 34,290	£ 120,000	£ 204,405	£ 5,950
P&R General	£ 50,344	£ 21,000	£ -	£ 6,334	£ 65,010
P&R Office	£ 1,761	£ 2,500	£ -	£ 675	£ 3,586
Staffing	£ 14,961	£ -	£ 7,250	£ -	£ 7,711
Total EMF expenditure	£ 327,732	£ 147,190	£ 68,750	£ 232,144	£ 311,527
Grand Total	£ 745,603	£ 684,139	£ 68,750	£ 428,791	£ 651,829
STC Funds @ 31st August 2017				BALANCE	ESTIMATED INTEREST
Barclays Current Account				£ 141,047	
Barclays Active Saver				£ 200,000	
Lloyds Current Account				£ 100	
Lloyds Investment - 6 months - 0.36%				£ 100,000	£ 181
Lloyds Investment - 12 months - 0.65%				£ 100,000	£ 1,070
Public Sector Deposit Fund - CCLA				£ 200,000	£ -
Total				£ 741,147	£ 1,251

Saltash Town Council

Burial Board - St. Stephens - Budget Report - September 2017

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments
	Income								
4600	Cemetery Fees	8,850		6,180		5,469	- 711		
4613	Memorial Bench Income	-		-		-	-		
	Total Income	8,850		6,180		5,469	- 711		
Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6100	Petrol	422		700		279	421	421	
6101	Machinery Maintenance Costs	234		1,000		-	1,000	1,000	
6102	Refuse Disposal Sacks	37		170		-	170	170	
6103	Health & Safety	-		250		-	250	250	
6104	General Site Maintenance	323		900		458	442	442	
6105	Fire Extinguishers	-		100		-	100	100	
6106	Miscellaneous Costs	15		170		-	170	170	
6107	Hand Tool Costs	-		50		-	50	50	
6108	Tree Survey & Tree Maintenance	113		3,000		220	2,780	2,780	
6109	Memorial Bench (Expenditure)	-		-		-	-	-	
	Total Expenditure	1,144		6,340		957	5,383	5,383	
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Funds Available to date	Funds Available after Planned Spend	Comments
6170	EMF Repairs to Cemetery Wall	4,445	5,120	50,000	- 30,000	230	24,890	24,890	£50,000 (Cemetery Wall)
6171	EMF Grave Restoration	320	4,680	-	4,000	-	680	680	
6172	EMF War Memorial (St. Stephens)	-	500	250	-	-	750	750	
	Total EMFs	4,765	10,300	50,250	- 34,000	230	26,320	26,320	
	Grand Total	5,909	10,300	56,590		1,187	31,703	31,703	

Saltash Town Council

Burial Authority - Churchtown - Budget Report - September 2017

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments
	Income								
4612	Cemetery Fees	8,595		10,000		4,605	- 5,395		
4614	Memorial Bench Income	-		-		-	-		
	Total Income	8,595		10,000		4,605	- 5,395		
Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6000	Petrol	200		300		-	300	300	
6001	Machinery Maintenance Costs	261		300		101	199	199	
6002	Refuse Disposal Sacks	37		50		71	21	21	
6003	Health & Safety	60		100		-	100	100	
6004	General Site Maintenance	1,223		1,000		36	964	964	
6005	Fire Extinguishers	-		50		-	50	50	
6006	Miscellaneous Costs	-		100		-	100	100	
6007	Hand Tools Costs	25		100		17	83	83	
6008	Tree Survey & Tree Maintenance	-		650		-	650	650	
6009	Electricity Costs	145		250		96	154	154	
6010	PWLB Loan Repayment & Interest	21,385		21,385		10,692	10,693	10,693	
6011	Water	-		300		-	300	300	
6012	Memorial Bench (Expenditure)	-		-		-	-	-	
6013	Security Alarm Maintenance	145		145		-	145	145	
	Total Expenditure	23,480		24,730		11,013	13,717	13,717	
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Funds Available to date	Funds Available after Planned Spend	Comments
6070	EMF Churchtown Cemetery Capital Works	4,782	9,495	-			9,495	9,495	Including Churchtown Water Pipe Brackets Work (£1500)
6071	EMF Replace Machinery & Equipment	8,694	4,459	2,500		46	6,913	6,913	
6072	EMF Burial Administration	495	2,110	-		180	1,930	1,930	
	Total EMFs	13,971	16,064	2,500	-	226	18,338	18,338	
	Grand Totals	37,451	16,064	27,230	-	11,239	32,056	32,056	

Services Committee – Budget Report – September 2017

Saltash Town Council

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments
4500	Allotment Income	2,760		2,500		10	- 2,490		Allotment Refund
4510	Public Footpath Grant	1,038		1,000		1,117	-		
4311	Miscellaneous Income	1,157		75		790	-		
4521	Waterfront Income - Annual Mooring Fees	-		14,000		5,567	- 8,433		
4522	Waterfront Income - Daily Mooring Fees	-		1,000		285	- 715		
	Total Income	4,956		18,575		7,484	- 10,923		
Code	Expenditure Description	Spend 2016/17		Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6500	Environment	-		8,000		-	8,000	8,000	£5,000 (Enhanced Cutting) £3,000 (Budget)
6501	Highways Weed Control	9,923		13,500		-	13,500	13,500	3 applications
6502	Civic Christmas Event	6,553		500		-	500	500	
6503	Allotments	786		1,605		286	1,319	1,319	
6504	Street Furniture (Maintenance)	1,319		3,000		634	2,366	2,366	
6505	Street Lighting	696		550		- 95	645	645	Accruals 2016-2017
6506	Grounds Maintenance & Watering	20,879		23,000		10,443	12,557	12,557	
6507	Community Toilet Scheme	800		1,600		-	1,600	1,600	
6508	Public Toilets (Operational Costs)	22,100		30,000		423	29,577	29,577	£10,000 (Bella Vue) £10,000 (Waterside) £10,000 (Longstone)
6509	Miscellaneous	10		115		-	115	115	
6510	Trailer (Repair & Maintenance)	516		1,020		-	1,020	1,020	
6511	Tourism & Signage	310		2,095		170	1,925	1,925	
6512	Bus Shelters (Maintenance)	110		600		-	600	600	£600 (Window Cleaning)
6513	Twinning	31		110		-	110	110	
6514	Town Leaflets/Reprinting	20		1,075		-	1,075	1,075	
6515	Festive Lights Maintenance & Electricity	419		1,565		84	1,481	1,481	
6516	Road Safety Grant	200		200		-	200	200	
6517	Cross & Elwell Woods (Maintenance)	634		1,570		564	1,006	1,006	
6518	Highways Training & Equipment	-		2,000		-	2,000	2,000	
6519	Flags & Bunting	1,186		1,530		280	1,250	1,250	
6520	Community Payback Scheme	4,107		5,000		1,493	3,507	3,507	
6521	Pillmere Estate (Maintenance)	-		6,000		450	5,550	5,550	
6522	Waterfront (Maintenance Costs)	2,650		5,000		188	4,812	4,812	
6523	Public Footpaths & Bridleways	-		2,000		-	2,000	2,000	
	Total Expenditure	73,249		111,635	-	14,921	96,714	96,714	
Code	Earmarked Reserve (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6570	EMF Notice Boards (Repair & Replace)	822	4,330	-	-	44	4,286	4,286	
6571	EMF Saltash Recreation Areas	-	26,740	-	- 10,000	-	16,740	16,740	
6572	EMF Festive Lights	2,507	29,872	6,000	-	1,300	34,572	34,572	£6566 (Waterside Lights) £29166 (Town Lights)
6573	EMF Public Art and Maintenance	2,770	7,230	5,000	- 5,000	5,362	1,868	1,868	£5000 (Saltmill etc.) £5000 (Carkool)
6574	EMF Salt Bins	-	19,422	-	- 10,000	-	9,422	9,422	
6575	EMF Street Furniture (New and Replace)	-	7,000	3,000	-	-	10,000	10,000	
6576	EMF Disused Toilets Repair/H&S	-	5,000	-	-	-	5,000	5,000	
6577	EMF Pillmere Estate (Capital Works)	5,950	7,050	8,000	-	3,839	11,211	11,211	£12000 (Allotment & Capital Works)
6578	EMF Waterfront (Capital Works)	175	37,625	12,650	20,000	6,557	63,718	63,718	£450 (Consultancy ONLY) £20000 (S106 Portoon Application)
6579	EMF Bus Shelter Installation	-	10,000	-	- 5,000	-	5,000	5,000	£10,000 (1 new bus shelter)
6580	EMF Public Toilets	16,707	20,133	-	-	462	19,671	19,671	£5500 (5 year Repair Programme Figures - Waterside)
6581	EMF Christmas Festival Support Fund	-	1,125	-	-	-	1,125	1,125	
6582	EMF Town War Memorial	-	-	2,000	-	-	2,000	2,000	
6583	EMF Funds for Works Approved in 2016/17	-	2,710	-	-	2,710	-	-	£720 (Memorial Peace Garden) £1990 (Landscaping - Coop Car Park)
	Total EMF	28,931	178,237	36,650	- 10,000	20,275	184,612	184,612	
	Grand Total	102,180	178,237	148,285	- 10,000	35,195	281,326	281,326	

Saltash Town Council

P&R Property - Budget Report - September 2017

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments
4200	Guildhall - Bookings	7,227		8,900		5,321	- 3,579		
4201	Guildhall - Refreshments Income	308		250		116	- 135		
4202	Guildhall - Piano Bookings	10		20		10	- 10		
4204	Guildhall - Photocopying Income	29		50		14	- 36		
4206	Miscellaneous Property Income	58		-		-	-		
	Total Income	7,632		9,220		5,461	- 3,759		
Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6400	Rates - Guildhall	6,897		7,500		7,387	113	113	
6401	Water Rates - Guildhall	547		950		277	673	673	
6402	Gas - Guildhall	2,415		3,100		828	2,272	2,272	
6403	Electricity - Guildhall	2,956		4,600		2,019	2,582	2,582	
6404	Fire & Security Alarm - Guildhall	674		1,000		711	289	289	
6405	Fire Extinguishers - Guildhall	351		770		246	524	524	
6406	Window Cleaning - Guildhall	495		600		225	375	375	
6407	Refuse Collection - Guildhall	765		1,000		366	634	634	
6408	Cleaning Materials & Equipment - Guildhall	588		650		533	117	117	
6409	Boiler Service & Maintenance	-		2,100		-	2,100	2,100	
6410	General Repairs & Maintenance	267		650		509	141	62	
6411	TV License	146		150		-	150	150	
6412	Lift Service & Maintenance	1,959		2,200		1,354	846	846	
6413	Refreshments Costs - Guildhall	266		350		94	256	256	
6414	Replace Equipment - Guildhall	-		1,600		29	1,571	1,571	
6415	Miscellaneous Property Costs - Guildhall	283		555		143	412	412	
6416	Maurice Huggins Room (Operational Costs)	-		1,500		-	1,500	1,500	
	Total Expenditure	18,609	-	29,275	-	14,721	14,554	14,351	
Code	earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6470	EMF Guildhall maintenance	12,959	25,560	34,290	- 10,000	32,783	17,067	15,744	£28,290 (5 yr Repair Programme Figures)
6471	EMF Heritage Centre	24,543	29,221	-	- 5,000	420	23,801	23,801	£6000 (Sound Equipment)
6472	EMF Maurice Huggins Room	444	1,284	-	-	-	1,284	1,284	
6473	EMF Station Building (Purchase & Capital Works)	-	-	-	135,000	171,202	- 36,202	- 36,202	Awaiting GWR Funds
	Total EMF	37,946	56,065	34,290	120,000	204,405	5,950	4,626	
	Grand Total	56,555	56,065	63,565	120,000	219,126	20,504	18,977	

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive	
4901	Bank Interest Received	4,124		2,900		1,287	- 1,613	
4908	P & R Miscellaneous Income	-		-		-	-	
	Total Income	4,124		2,900		1,287	- 1,613	
Code	Expenditure Description	Spend 2016/17		Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend
6200	Bank Charges	381		620		284	336	336
6201	Audit	3,420		2,500		- 1,300	3,800	3,800
6202	Civic Occasions (including Road Closures)	1,332		4,500		570	3,930	3,265
6203	Mayors Allowance	4,600		4,600		1,840	2,760	2,760
6204	Councillors Allowance	2,200		3,265		-	3,265	3,265
6205	Insurance	9,425		13,600		6,094	7,506	7,506
6206	Youth Council	3,000		3,000		-	3,000	3,000
6207	Citizens Advice Bureau	-		-		-	-	-
6208	Subscriptions	2,898		3,250		2,958	292	292
6209	Oyster Beds	1		1		-	1	1
6210	Community Chest	6,693		7,500		1,965	5,535	5,535
6211	Website Maintenance	599		530		75	455	455
6212	Councillor Expenses	49		530		-	530	530
6213	Councillor Training	-		2,000		180	1,820	1,820
6214	Health & Safety	2,793		3,700		1,650	2,050	1,867
6215	Annual Report	-		420		-	420	420
6216	Miscellaneous	72		100		-	100	100
6217	Data Protection	35		45		35	10	10
6218	Mayors Badges	-		46		7	39	39
6219	Local Council Award Scheme	-		200		-	200	200
6220	Festival Fund & Event Expenditure	3,784		10,650		3,742	6,908	6,908
6221	Town Messenger	2,100		4,000		1,500	2,500	2,500
6222	Commissioning Youth Work	40,000		40,000		-	40,000	40,000
6223	Inclusion Cornwall	-		1,000		-	1,000	1,000
6224	Vehicle Maintenance and Repair Costs	-		-		10,472	- 10,472	- 10,472
	Total Expenditure	83,382		106,057	-	19,600	86,457	85,609
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend
6270	EMF Crime Reduction	5,050	6,950	-	-	-	6,950	6,950
6271	EMF Election	200	8,163	20,000	-	3,720	24,443	24,443
6272	EMF Robes & Civic Regalia	343	5,657	-	-	771	4,886	4,886
6273	EMF Legal Fees	1,691	5,001	1,000	-	130	5,871	5,871
6274	EMF Internet Redevelopment	-	2,025	-	-	-	2,025	2,025
6275	EMF Neighbourhood Plan	3,735	14,927	-	-	1,066	13,861	8,911
6276	EMF Support/Promote Public Transport	-	7,621	-	-	646	6,975	6,975
	Total EMF	11,019	50,344	21,000	-	6,334	65,010	60,060
	Grand Total	94,401	50,344	127,057	-	25,934	151,467	145,669

Saltash Town Council

P&R Office - Budget Report - September 2017

Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6300	Telephone	564		950		310	640	640	
6301	Stationery/Postage/Printing	1,903		2,630		913	1,717	1,717	
6302	Office & IT Equipment	3,477		3,350		275	3,075	3,075	
6303	Copier Maintenance	4,084		3,600		3,459	141	141	
6304	Broadband	432		450		395	55	55	
6305	SAGE Accounts	2,081		2,500		2,344	156	156	
6306	IT Maintenance	2,601		3,500		1,453	2,047	2,047	
6307	Miscellaneous	-		-		-	-	-	
	Total Expenditure	15,141		16,980		9,149	7,831	7,831	
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	
6370	EMF Computer Equipment Renewal	770	1,761	2,500	-	675	3,586	3,586	£2500 (Computer Equipment)
	Total EMF	770	1,761	2,500	-	675	3,586	3,586	
	Grand Total	15,911	1,761	19,480		9,824	11,417	11,417	

Saltash Town Council

Staffing - Summary Budget Report - August 2017

Code	Expenditure Description	Spend 2016/17		Budget 2017/18	From/to reserve 2017/18	Budget YTD 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
	Guildhall Admin Costs	133,185		148,486	7,250	61,869	58,761	96,975	96,975	
	Guildhall Caretaking Costs	19,632		34,039		14,183	8,317	25,722	25,722	
	Grounds & Cemetery Staff Costs	42,077		49,063	41,081	20,443	29,605	60,539	60,539	
6650	Staff Parking Space	284		325		135	284	41	41	
6651	Staff Insurance	532		600		250	177	423	423	
6652	Employers Pension - Monthly Fee	2,400		3,900		1,625	1,625	2,275	2,275	
6653	Grounds & Premises Staff - Clothing	190		529		220	219	310	310	
6654	Grounds & Premises Staff - Mobile Phones	89		250		104	292	-	42	
6655	Staff Travelling Expenses	772		1,065		444	693	372	372	
6656	Staff Training	2,207		2,125		885	1,098	1,027	627	
6657	Staff Recruitment Advertising	798		615		256	1,754	-	1,139	
6658	Miscellaneous Staffing Expenditure	-		-		-	40	-	40	
6659	Town Sargent & Mace Bearer Fees	700		735		306	181	554	554	
6660	Town Crier Competition Fund	-		200		83	-	200	200	
	Revenue Expenditure	202,866		241,932	48,331	100,805	103,046	187,217	186,817	
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6690	EMF Staff contingency reserve	3,023	14,961	-	7,250	-	-	7,711	7,711	
	Total EMF's	3,023	14,961	-	7,250	-	-	7,711	7,711	

Agenda No. 22a**Neighbourhood Plan Steering Group report to P&R 17 October 2017**

This report is a very brief summary of recent activities. More details are available on the Neighbourhood Plan Website.

A Saltash Neighbourhood Development Plan Consultation Draft has been produced and the Steering Group are holding weekly meetings at 6pm on Wednesdays to review and update this document.

Some key topics addressed have been:

1. Some key early topics addressed were:

- The overall structure and substantive policies;
 - How to “Regenerate the Town Centre and Manage the Growth of “Out of Town Shopping;” and
 - How to “Create and support sustainable neighbourhoods.”
2. There would be a section which addressed how to “Ensure a balanced range of quality new housing.”
Reference to Character Area Assessments, design guides and pattern books would feature.
3. There was a need to source present day and historic “high definition” photographs of the Parish including landscapes, aerial views, streetscapes, people-scapes, distinctive features etc.

The following general matters were discussed and agreed in recent meetings:-

- a) A cross-compliance matrix addressing the relationship between objectives and policies to be included
- b) There was a need to differentiate between the urban and rural settlement boundaries within the Parish and probably update/review the boundaries delineated in the former and superseded Caradon Local Plan inset maps. Consider also potential “Exemption” sites for affordable/housing for local need.
- c) Include a requirement for Heritage Impact Statements where appropriate.
- d) The treatment of Housing Trajectory completions to track progress against Plan based/reliant upon the Cornwall Council model and recognising that if slippage occurred in achieving the minimum target of 1200 houses by 2030, then reserve sites may be required.
- e) Need to include the “balance of housing” sine curve council tax band diagram to evidence shortfalls of small/starter and large/aspirational houses.
- f) Include reference to “lifestyle/mansion” homes referred to under the NPPF.
- g) Include definition of “work from home” housing in the glossary.

- h) Clarify SNP policy on the provision of Affordable Homes differentiating between Band A-D “Welfare cases” and Band E “1Bed/Studio” accommodation where there is a particularly high demand. Differentiate between urban and rural issues as necessary.
- i) Include explanation of how Affordable Housing works in terms of calculations in relation to h) above.
- j) Urban Capacity. Unplanned sites should be developed to maximum density subject to defined criteria.
- k) Examine landscape “Areas of Local Significance” as included in the former Caradon Local Plan.
- l) Ensure housing policies address, Affordable, Mixed, HMO and Rural issues and include appropriate defining criteria where necessary.
- m) Cornwall Local Plan Planning Policy 9 – Include statement that Saltash not defined as a “small town.”
- n) In relation to the section addressing **“Regeneration of the Town Centre and Manage the growth of “Out of Town Shopping,”** It was agreed the policy on encouraging the evening economy of the Town Centre required further consideration. Discussions included :-
 - The breadth of suitable uses;
 - General lighting;
 - Appropriate advertising controls;
 - Appropriate treatment within and outside of Conservation Areas;
 - A review of policy TC2 percentages;
 - Use of tables and chairs in the streetscape;
 - There should be research on examples of towns including policies to improve the evening economy e.g. Cockermouth.
- o) In relation to the section addressing **“Ensure a balance range of quality new housing”** discussions considered the implications of the Government’s emerging policy drive to build more affordable housing. Steve Besford-Foster (SB-F) advised that this might require Cornwall to identify sites for an additional 3600 houses on top of the 52,000 target through to 2030. This might require additional land being identified in Saltash. More Council Houses were being suggested but these were only likely to be pursued in areas where there was an identified need. At this stage there was just the need to sit back and see what happens.
- p) SB-F referred to the Cornwall Council Design Guide and new Heritage Design Guide which would be referred to in the both the Housing and Built Environment sections of the SNP. The Broadmoor Farm pattern book would also be examined to see if areas outside the defined CSUS Character areas should be considered.
- q) SB-F advised that Cornwall Council were conducting a “brown land directory” review and would be contacting the Town Council shortly.
- r) SB-F had made a Freedom of Information request to Cornwall Council to establish Affordable Housing need numbers for Saltash, being the actual number of applicants who were residents of Saltash and who had selected Saltash as their first choice location.
- s) Consideration might be required in Sec106 agreements or as specific planning conditions to permit but control developments where car parking spaces are not

provided. An example in Culver road was cited. Such instances could occur where a single large property is converted into multiple occupation. This could also be an issue where 1 bed/studio accommodation developments are provided.

- t) Consider Landscape and Public Realm issues under policy H4.
- u) In relation to the section addressing “**Built Environment**” discussions considered the treatment of the Parish’s defined Character Areas under the Cornwall Council CSUS report. Further areas might need capturing which demonstrate something unique and “Essonian.” The CSUS report should be referred to in the SNP.
- v) Waterside and Station sections to be kept under review to ensure compatibility between policies and planned development
- w) Historically significant buildings which were not listed to be identified
- x) Controls on Rural and Urban landscape effects of development to be identified
- y) Other matters considered were:-
 - Broadening out the Glossary. Everyone to make suggestions;
 - The Next Steps once the Consultation Draft was completed would be :
 - Referral to Cornwall Council for comment;
 - Obtain STC “Endorsement of the Draft for Public Consultation.”
Elected members would be able to make comments as part of the consultation process.
DY recommended referral to the monthly Tuesday Planning Committee which comprised all elected town councillors;
 - Prepare an abridged summary version as an aid for consideration by STC and the public as well as making the full document available on the “plan4saltash” website.
 - The need to ensure that the SNP Delivery Plan and Saltash Town Council Objectives Delivery Plan aligned.